

CTE Skill Certificate Test Performance Documentation

This document must be submitted to the test coordinator at the end of testing each trimester/semester.

Instructor's Name: _____ Course: **Multimedia II - Production**
School: _____ Test Number: **815**
Students in course: _____ Date: _____
Students tested: _____
Students who passed performance objectives at or above 80%: _____

This is to *verify* that the students marked **YES** on performance accomplished the following performance objectives at or above the 80% (moderately to highly skilled) level.

1. Understand career opportunities in the multimedia industry
2. Demonstrate employability skills such as responsibility, dependability, ethics, respect and cooperation
3. Perform with a positive work ethic and attitude
4. Develop a realistic Student Education Occupation Plan (SEOP) to guide further educational/occupational pursuits
5. Demonstrate basic operation system functions
6. Demonstrate basic file commands
7. Convert and/or compress files to various formats when needed
8. Demonstrate the ability to manage files on a PC and Network
9. Use appropriate documentation and help features when needed
10. Utilize shortcut keys and quick-stroke commands when needed
11. Adhere to the school's acceptable use policy
12. Demonstrate appropriate use of principles and elements of visual design
13. Demonstrate the Analyze step in the ADDIE model by identifying project needs and audience
14. Demonstrate the Design step in the ADDIE model by preparing a project outline, objectives, style guide, storyboard, first breadth prototype, and first depth prototype
15. Demonstrate the Develop step in the ADDIE model by completing a project meeting deadlines and specifications proofreading for errors (technical, logical, grammar and spelling)
16. Demonstrate the Implement step in the ADDIE model by conducting alpha and beta testing
17. Demonstrate the Evaluate step in the ADDIE model by revising the project as requested by the client
18. Understand the process of producing a finished multimedia product
19. Demonstrate the ability to work individually in the completion of multimedia projects applying communication and problem solving skills.
20. Demonstrate the ability to work as a contributing member of a team in the completion of multimedia projects applying communication, management, organizational, leadership and compromise skills to meet team objectives
21. Create, scan and manipulate 2D bitmap (raster) graphics
22. Create and manipulate 2D vector graphics
23. Create a keyframe and path animation
24. Capture and edit digital video demonstrating proper filming techniques
25. Capture and edit digital audio
26. Create a personal archive of work/projects
27. Demonstrate selecting the appropriate medium to develop and deliver multimedia projects
28. Demonstrate knowledge of multimedia terminology and presentation modes
29. Produce project plan documentation using standard 4 as a guide in collaboration with a subject matter expert (SME)/Client
30. Create original media and interfaces for the project
31. Obtain permission to use copyrighted materials where required and cited sources
32. Demonstrate an understanding of fair-use guidelines
33. Utilize interaction and navigational tools including menus, buttons, timer events and user-driven events where needed
34. Conduct a Alpha and Beta test of the project
35. Complete the project within the predetermined deadline meeting the client's specifications

Each performance is documented and kept on file by the teacher for two years.
(Check the documentation method used)

- Class period summary score sheet
- Recorded and identified in the class grade book

Instructor's Signature: _____ Date: _____